

United States Marine Corps

Road Map

**Administrative
Clerk**



Personnel/Administrative



DRAFT
Marine Corps Combat Service Support Schools, Camp Johnson



Upon graduation from MOS school, Marine receives brief on:

MCI Program, Professional Military Education (PME), and college courses

Gaining Command:

Assist and support as appropriate



— 1st —

Yea

MOS
TRAINING

- Recruit Training
- Marine Combat Training
- Test for Military Academic Skills Program (MASP); receive MASP training (if required)
- Administrative Clerk Course (ACC)

PM
E

- MCI (3420E) Personal Financial Management
- MCI (0118K) Spelling
- MCI (0210B) Terrorism Awareness For Marines
- Read at least two books annually from the U. S. Marine Reading Program
(www.mcu.usmc.mil/mcu/Reading/usmclist.htm)

VOLUNTARY EDUCATION

- Test out of MASP (if required)
- Computer Class (Microsoft Applications)
- Check-in with your Servicemember's Opportunity College (SOC) office for military training to college credit counseling. SOCMAR is the SOC degree program for the Marine Corps. It consists of colleges that offer Associate's and Bachelor's Degree programs on or accessible to Marine Corps installations worldwide. These colleges

DUTY have joined together to form a network in which each college accepts credits from

- Battalion or Squadron S-1 Office
Other SOCMAR Schools:
<http://www.soc.aascu.org/>

SPECIAL
DUTY

- Not recommended until the rank of Corporal

0151-0193 Road Map

Marine Corps Combat Service Support Schools, Camp Johnson

— **2nd Year** —



MOS TRAINING

- Managed On-the-Job Training (MOJT) as required per MCO 1510.53,
Individual Training Standards (ITS) System for Personnel and Administration,
Occupational Field 01

PME

- MCI (0033) Fundamentals of Marine Corps Leadership
- MCI (0131H) Correspondence Procedures
- MCI (0144) The Unit Mailclerk
- MCI (1334H) Math for Marines
- Read at least two books annually from the U. S. Marine Reading Program
(www.mcu.usmc.mil/mcu/Reading/usmcclist.htm)

**VOLUNTARY
EDUCATION**

- There are college courses that are MOS related and can be used for college credit towards a degree. The course work needed for an Associate's Degree in Applied Science-Business Administration is provided as an example in Appendix A

DUTY Begin off duty education toward an Associate's Degree

- Battalion or Squadron S-1 Office

SPECIAL DUTY

- Not recommended until the rank of Corporal

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Marine Corps Combat Service Support Schools, Camp Johnson

3rd Year



MOS TRAINING

- MOJT as required per MCO 1510.53, Individual Training Standards (ITS) System for Personnel and Administration, Occupational Field 01

PM E

- MCI (0138B) Order Writing Clerk
- MCI (0119H) Punctuation
- Read at least two books annually from the U. S. Marine Reading Program
(www.mcu.usmc.mil/mcu/Reading/usmcclist.htm)

VOLUNTARY EDUCATION

- Continue toward an Associate's Degree

DUTY

- Battalion or Squadron S-1 Office

SPECIAL DUTY

- Not recommended until the rank of Corporal

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Marine Corps Combat Service Support Schools, Camp Johnson

Corporal



MOS TRAINING

- Intermediate Personnel Administration Course (IPAC)
- Reserve Administration Course (RAC) if Reserve or Inspector-Instructor (I-I) duty

(a distance learning course for the RAC is currently being developed and is

scheduled to replace the resident course during FY05)

- Managed On-the-Job Training (MOJT) as required per MCO 1510.53,

PM Individual Training Standards (ITS) System for Personnel and
E Administration,

- Occupational Field 01
- Corporal's Course (Resident)
- MCI (0381C) Land Navigation, this MCI is a prerequisite for the Sergeants Distance

Education Program

- MCI (8010) Sergeants Distance Education Program
- MCI (0143A) Legal Administration Clerk
- MCI (0112C) Counseling for Marines
- Read at least two books annually from the U. S. Marine Reading Program

VOLUNTARY EDUCATION (www.mcu.usmc.mil/mcu/Reading/usmcclist.htm)

- Continue toward an Associate's Degree

DUTY

- Administration Clerk, S-1 Battalion, Squadron, Regimental

or Marine Aircraft Group (MAG)

- Administration Clerk, G-1 Marine Aircraft Wing (MAW),

Force Service Support Group (FSSG) or

SPECIAL DUTY Marine Division

- I-I Staff Tour
- Marine Security Guard

Marine Corps Combat Service Support Schools, Camp Johnson

0151-0193 Road Map



Sergeant

MOS TRAINING

- IPAC
- RAC if Reserve or I-I duty
- Submit Warrant Officer (WO) package if desired (8 years of service required)
- Advanced Personnel Administration Course (APAC) is required only if applying for WO
- Managed On-the-Job Training (MOJT) as required per MCO 1510.53,

PME

Individual Training Standards (ITS) System for Personnel and Administration,

- Occupational Field (OF)
- Occupational Course (OC)
- MCI (8100) Staff Noncommissioned Officer Career Distance Education Program
- One MCI Course (Designated by Staff Noncommissioned Officer in Charge (SNCOIC))
- Read at least two books annually from the U. S. Marine Reading Program

VOLUNTARY EDUCATION

- (www.mcu.usmc.mil/mcu/Reading/usmcclst.htm)
- Complete the Associate's Degree

DUTY

- Section Chief, Personnel Administration Center (PAC)
- Administration Clerk, Marine Corps Forces, Atlantic/Marine Corps Forces, Pacific/Marine Corps Forces, Europe, Marine Expeditionary Force, Marine Corps District, Recruiting Station
- I-I Staff Tour
- Joint Tour
- Headquarters Marine Corps (HQMC)

SPECIAL DUTY

- Drill Instructor
- Recruiting
- Marine Corps Combat Instructor (MOS 8513)
- Marine Security Guard
- Marine Corps Security Forces

Marine Corps Combat Service Support Schools, Camp Johnson

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Staff Sergeant

MOS TRAINING

- APAC
- IPAC if returning from a "B" billet, and not previously completed
- RAC if Reserve or I-I duty
- Managed On-the-Job Training (MOJT) as required per MCO 1510.53,

PME Individual Training Standards (ITS) System for Personnel and Administration,

- Occupational Field 01
- SNCO Career Course (Resident)
- MCI (8200) Staff Noncommissioned Officer Advanced Distance

Education Program

- Read at least three books annually from the U. S. Marine Reading Program

VOLUNTARY EDUCATION (www.mcceducation.com/Reading/usmcist.htm)

- Commence work on a Bachelor's Degree
- Degree Completion Program

DUTY

- Section SNCOIC, PAC, S-1, G-1
- Administration Chief, Squadron, Battalion, Marine Expeditionary Unit Service Support Group (MSSG)
- HQMC
- I-I Staff Tour
- Formal School Instructor, Personnel Administration School
- Joint Tour

SPECIAL DUTY

- Drill Instructor
- Recruiting
- Marine Corps Combat Instructor (MOS 8513)
- Marine Security Guard
- Marine Corps Security Forces

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Marine Corps Combat Service Support Schools, Camp Johnson



Gunnery Sergeant

MOS TRAINING

- APAC
- RAC if Reserve or I-I duty
- Managed On-the-Job Training (MOJT) as required per MCO 1510.53, Individual Training Standards (ITS) System for Personnel and Administration, Occupational Field 01

PME

- SNCO Advanced Course (Resident)
- MCI (7400) Warfighting Skills Program
- Read at least four books annually from the U. S. Marine Reading Program
(www.mcu.usmc.mil/mcu/Reading/usmclist.htm)

VOLUNTARY EDUCATION

- Complete any Bachelor's Degree requirement
- Degree Completion Program

DUTY

- Administration Chief, MAG or Marine Regiment
- Section SNCOIC, PAC, S-1, G-1
- SNCOIC, Installation Personnel Administration Center (IPAC) (3500 Records)
- HQMC
- I-I Staff Tour
- Formal School Instructor, Personnel Administration School
- Marine Corps Administrative Analysis Team (MCAAT)
- Joint Tour

SPECIAL DUTY

- Marine Security Guard
- Marine Corps Security Forces

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Marine Corps Combat Service Support
Schools, Camp Johnson



Master Sergeant

MOS TRAINING

- ITS MOS requirements per MCO 1510.53, Individual Training Standards
(ITS) System for Personnel and Administration,
Occupational Field 01

PME

- Read at least four books annually from the U. S. Marine Reading Program
(www.mcu.usmc.mil/mcu/Reading/usmcclist.htm)
- First Sergeant/Master Sergeant Regional Seminar

VOLUNTARY EDUCATION

- Begin work on Master's Degree

DUTY

- Administration Chief, G-1, Marine Expeditionary Forces, Marine Aircraft Wing, Marine Division, Force Service Support Group, Marine Corps Forces, Reserve
- SNCOIC, IPAC (6000 Records)
- SNCOIC, MCAAT
- Marine Corps District
- HQMC
- Joint Tour

SPECIAL DUTY

- Not recommended at this rank

0151-0193 Road Map

Marine Corps Combat Service Support Schools, Camp Johnson

Master Gunnery Sergeant

MOS TRAINING

- ITS MOS requirements per MCO 1510.53, Individual Training Standards (ITS) System for Personnel and Administration, Occupational

PMF Field 01

- Read at least four books annually from the U. S. Marine Reading Program (www.mcu.usmc.mil/mcu/Reading/usmclist.htm)
- Russell Leadership Conference

VOLUNTARY EDUCATION

- Continue towards Master's Degree

DUTY

- Administration Chief, PAC, Marine Corps Forces, Atlantic/Marine Corps Forces, Pacific/Marine Corps Forces, Europe/ Marine Corps Forces, Reserve, Marine Expeditionary Forces
- SNCOIC, IPAC (7000 Records)
- HQMC

SPECIAL DUTY

- Not recommended at this rank



0151-0193 Road Map

Marine Corps Combat Service Support Schools, Camp Johnson



APPENDIX A

SOCMAR at Coastal Carolina Community College

Required credits for an Associate in Applied Science Degree (A.A.S.) in Business Administration

Course Code	Title	Credit Hours
ACC120	Principles of Accounting I	
4		
ACC121	Principles of Accounting II	
4		
ACC129	Individual Income Taxes	3
BUS110	Introduction to Business	
3		
BUS115	Business Law I	3
BUS116	Business Law II	3
BUS125	Personal Finance	3
BUS135	Principles of Supervision	3
BUS137	Principles of Management	
3		
BUS153	Human Resource Management	3
BUS225	Business Finance	3
BUS239	Business Application Seminar	2
COM110	Introduction to Communication	3
COM231	Public Speaking	3
CIS110	Introduction to Computers	
3		
CIS120	Spreadsheet I	3
ECO251	Principles of Microeconomics	3
ECO252	Principles of Macroeconomics	3
ENG111	Expository Writing	3
ENG114	Professional Research	3
MAT115	Mathematical Models	3
MKT120	Principles of Marketing	3
SOC210	Introduction to Sociology	3
Total Semester Hours 70		





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